



## Senior Production Control Operator

**Department:** Information Systems Technology

**EEO Code:** 23

**Class Code:** 1322

**FLSA:** N

**Effective:** 01/03/1996

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### **GENERAL STATEMENT OF DUTIES:**

Under general supervision; performs work of moderate difficulty in operating County Enterprise Server and Client Server computer systems and other existing software products to complete scheduled processing requirements; performs startup and shutdown of systems and online applications; and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

Performs system shutdown and IPL/IML functions, as scheduled or necessary for problem resolutions; operates all systems to ensure utilization of resources and throughput necessary to meet established schedules and priorities; performs posting and balancing functions to ensure record counts and monies are accurate; monitors data communications network to maintain required availability for users and identify problems and perform basic problem resolution; monitor and adjust automated software products; monitors building power supply, environmental control, fire alarm and forced entry alarm systems; and performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Considerable knowledge of data processing methods and practices; of bookkeeping and mathematics; of varied computer systems and affiliated equipment; of systems software.

Considerable skill in utilizing vendor manuals and operational documentation for problem identification.

Considerable ability to lift computer reports and tapes and operate calculator.

### **MINIMUM EDUCATION AND EXPERIENCE:**

High school diploma and three years of experience operating multiple computer systems; or an equivalent combination of training and experience.

### **ADDITIONAL REQUIREMENTS:**

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
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